

September 17, 2015

**JOB VACANCY ANNOUNCEMENT
ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS**

**3101 Old Jacksonville Road
Springfield, Illinois 62704
Phone (217) 524-6429**

Applicant may be required to submit additional material or complete job specific tests for this position.

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| POSITION: | Administrative Assistant - Assistant Director |
| DIVISION: | Probation Services Division – Chicago |
| SALARY: | \$36,867.00 |
| BENEFITS: | An attractive judicial branch benefits package is offered, including pension, medical, dental, vision and life insurance, as well as deferred compensation and generous leave time. |
| REPORTING RELATIONSHIP: | Assistant Director, Probation Services Division |

ESSENTIAL DUTIES: The Administrative Assistant provides assistance to the Assistant Director of the Probation Services Division through coordination of office support activities and performance of secretarial duties. Responsibilities include: Handling of sensitive and confidential information such as composing and editing correspondence and documents involving matters of probation and court services personnel, policy and/or programming; Research and compiling basic statistical and information reports; Coordinating and maintaining the Assistant Director's office filing system; and Managing the communication and flow of information among the Division's four operational units, probation departments, and the Assistant Director's office. Initiative and independent judgment are exercised within a broad range of ongoing tasks and new initiatives.

Functions include: Creates and updates meeting materials and maintains follow-up records; Coordinates meeting logistics and travel arrangements for Assistant Director; Creates electronic and paper files and maintains the paper and electronic filing systems; Processes invoice vouchers, contracts, and purchase requisitions; Files and maintains print Division library materials; Coordinates Chicago office supply orders; Maintains and updates databases for various reports and programs; Other duties as assigned.

SELECTION FACTORS: Skill in composition, communications, records management and report preparation; Excellent organizational, analytical, interpersonal and communication skills; Strong knowledge and experience with personal computer applications (*i.e.* Word, Access, and Excel) and graphical illustrations; Ability to use initiative and work independently to complete assignments; Ability to make decisions on established policies/standards; Ability to communicate effectively, verbally and in writing; Ability to plan, organize, implement, and maintain a variety of functions and projects simultaneously and meet required deadlines and schedules; Associates with employees and the public in a pleasant, courteous and helpful manner; Responds to change productively.

EXPERIENCE AND EDUCATION REQUIREMENTS:

Minimum: A minimum of four (4) years office experience performing secretarial services and assistance to a manager with strong attention to detail. Applicant should possess an associate degree in secretarial science or a related area.

Preferred: A bachelor's degree in good standing from an accredited university or college. Knowledge and understanding of Illinois judicial branch structure and functions is desirable, but not required.

PHYSICAL REQUIREMENTS: Ability to sit for extended time periods. Ability to retrieve files. Professional office working environment requiring telephone usage and ability to process written documents.

Interested persons should submit - via email or hard copy - a letter of interest, resume, and completed Judicial Branch Employment Application to:

Administrative Office of the Illinois Courts
Attention: Human Resource Unit, # 0759
3101 Old Jacksonville Road, Springfield, IL 62704
courtempoyment@IllinoisCourts.gov

EQUAL OPPORTUNITY EMPLOYER

This position will remain open until filled. However, those persons submitting materials by September 30, 2015 will be given first consideration.